

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
FEBRUARY 9, 2000**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, February 9, 2000 at 1:00 pm Eastern Standard Time (EST). The meeting was lead by the committee's chair, Mr. Joe Slayton. A list of committee members and guests is given in Attachment A.

Review Action Items

- Joe Slayton sent QS Committee minutes to the On-Site Committee (DONE)
- Joe Slayton to add Glossary to the Agenda
- Committee needs to review: Detection Limit, Matrix, and Minimum Significant Difference in the Glossary
- Allison prepare minutes (DONE)
- Need to Update Air Appendix regarding absorption selection efficiency (D.5.1.A.2) (DONE by Joe Slayton during the meeting)
- Silky Labie to inform Board about last set of comments not in requested format

New Action Items

- Ray Frederici to send article on ISO 17025 compared to ISO Guide 25 to the Committee
- Scott Siders to contact A2LA about a comparison between ISO Guide 25 and ISO 17025 (DONE after the meeting)
- Fred Siegelman to contact Jackie Sample at DoD for side-by-side comparison of ISO Guide 25 and ISO 17025
- Need to talk about LCS in the Parking Lot

Other Discussion

- Next Meeting 2/23/00 from 1-3 PM
- Discussed next meeting dates, times and phone numbers

- Joe Slayton discussed Marlene Moore's request for language to address proper manual integration.
- Discussed setting a last date for accepting comments. Agreed to say that we can't guarantee we will address any comments after such and such a date.
- Getting comments from AA subgroup on Microbiology by the end of the month
- Getting comments from Dave Mendenhall and California
- Went through Dave Mendenhall's and California's Microbiology comments
- Accepted Dave Mendenhall's suggested wording changes in version 5.12.9. Changed 5.10.6. Discussed Joe Slayton's suggested changes and accepted his suggested language.
- Went over Jane Kani (CA) and Pennsylvania's Microbiology comments with Mary Bruch
- Mentioned RadioChem meeting dates as 2/16 and 3/15
- Worked on Micro Appendix

PARTICIPANTS
Quality Systems Committee
February 23, 2000

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